

To determine the Buyer that a College Requisition was Assigned To in Purchasing:

Navigation: Purchasing>Requisitions>Review Requisition Information>Requisitions

1. On the Requisition Inquiry page, enter the Requisition ID:

Requisition Inquiry

Business Unit

Requisition ID

Requisition Name

Req Status

Requester

Requester Name

Requisition Date

Supplier SetID [Supplier Lookup](#)

Supplier ID [Supplier Details](#)

Item SetID

Item Description

Department

To Req

Origin

To

Supplier Name

Item ID

Direct Ship

254 characters remaining

OK Cancel

2. Click
3. Click on the Requisition Number hyperlink:

Requisitions

Req Inquiry Personalize Find View All First 1 of 1 Last

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt	
URIPS	0000149569	0000149569	Approved	Frisella,Lora F	01/07/2019	500.00	USD

Search

4. Click on the “More” icon:

Requisition Details

Business Unit URIPS Req ID 0000149569

Requester Frisella,Lora F

Requisition Date 01/07/2019 Merchandise Amount 500.00 USD

Req Status Approved Pre-Encumbrance Balance 0.00 USD

Requisition Details

Details **More** Contract [icon]

Line	Status	Item ID	Description	Supplier ID	Supplier	Req Qty	UOM
1	Approved		FISCAL YEAR 2018-2019 Office S	0000006999	WB Mason Co Inc	1.0000	Total

Return

5. The Buyer’s name will be displayed:

Requisition Details

Business Unit URIPS Req ID 0000149569

Requester Frisella,Lora F

Requisition Date 01/07/2019 Merchandise Amount 500.00 USD

Req Status Approved Pre-Encumbrance Balance 0.00 USD

Requisition Details

Details More **Contract** [icon]

Line	Status	Item ID	Description	Buyer	Supplier Item ID	GTIN
1	Approved		FISCAL YEAR 2018-2019 Office S	ryanpincince		

Return

If you need additional information regarding the status of your College Requisition, please contact the Buyer that the Requisition was assigned to:

Tracey Angell - tracey – tracey@uri.edu or ext. 4/2326

Debra Lee - dlee - dlee1@uri.edu or ext. 4/2043

Ryan Pincince - ryanpincince – ryanpincince@uri.edu or ext. 4/5463

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